

Continuous Quality Improvement (CQI) PDSA Worksheet

CQI Team:

☐ UNR: Early Head Start ☐ SCF: Early Head Start ☐ SCF: HIPPY ☐ SNHD: Nurse Family Partnership
☐ HSNH: Early Head Start ☐ TCC: HIPPY ☐ HFN: PAT ☐ MIECHV State Team

Person Completing Worksheet:

Date:

Telephone/ Email:

Cycle:

CQI Team Members

CQI Team Leader

Program supervisor/
coordinator/manager

Data Manager/
compliance staff

Home Visitors

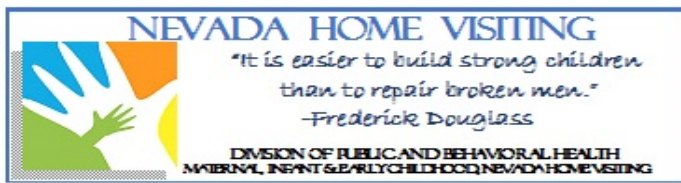
Other team members

Aim: (Describe the overall SMART goal that your team wishes to achieve.)

Plan:

1. List the tasks needed to set up this test of change.

2. Predict what will happen when the test is carried out.



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3. List the steps to develop the test-who, what, and when.

Steps	By Whom	By When	Desired Outcome

Do: (Describe what actually happened when you ran your test, including any problems and unexpected findings.)

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Study: (Describe what you learned and did you meet your measurement goal?)

Did you meet your measurement goal? Explain.	Summarize what was learned: success, failure, unintended consequences, etc.

Act: (Describe what you concluded from this cycle.)

Based on what was learned, please indicate what action will be considered.	Describe what modifications to the plan will be made for the next cycle based on what you learned.
<input type="checkbox"/> Adapt: modify changes and repeat PDSA Cycle	
<input type="checkbox"/> Adopt: expanding changes throughout organization	
<input type="checkbox"/> Abandon: change approach and repeat PDSA cycle	